

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 10.03.00
SUBJECT: DUPLICATE DMV PHOTOGRAPHS AND/OR
DMV APPLICATION HISTORIES
EFFECTIVE: AUGUST 1, 1999
REVIEW: AUGUST 2002, 2005, 2008

1. PURPOSE. To provide a process for ordering, receiving, and billing duplicate Department of Motor Vehicles (DMV) license and identification photos, and application histories.

2. POLICY. DMV duplicate photos and application histories will be for business purposes only, and will be ordered as follows:

3. ORDERING PROCEDURE. The Criminal Investigation Division (CID) Records person has the authority and is responsible for ordering DMV duplicate license photos, DMV photo line-ups, and DMV application histories. The order may be placed in person, by memo, voice mail, or e-mail to the CID Records Specialist, and must include the:

- A. Requesting officer's name;
- B. Photo person's name;
- C. Photo person's date of birth;
- D. Photo person's state and driver's license number.
- E. Need for additional photos for line-up purposes.

4. RECEIVING PHOTOS. The CID Records person will receive the photos, line-up photos, and histories from DMV; log the photo as received, and forward the photo to the requesting officer.

5. UNAUTHORIZED ORDERING. Officers placing photo ordering will be responsible for the expense.

Chief of Police

Date